

ATTACHMENT #6

GDOT Procurement Policy

Adopted 7/6/2023



2800 King Street
Smyrna, Georgia 30080
(770) 434-6600

City of Smyrna

www.SmyrnaGA.gov

May 22, 2024

Department of Transportation
600 West Peachtree Street, NW, 7th Floor
Atlanta, GA 30308

Attn: Maria L. Roux
QA Compliance Manager Office of Procurement

RE: Adoption of GDOT Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services

The City of Smyrna, Georgia will adopt the Georgia Department of Transportation Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services. The City has read the policy and will abide by the policy for all state and federally funded transportation projects as it pertains to local governments.

The City of Smyrna agrees to and acknowledges the following:

1. City agrees to and acknowledges that all personnel involved in the procurement, management and administration of engineering and design related consultant services must attend GDOT Manual training and pass the test administered. Please provide a list of names of all involved in advertising the solicitation, facilitating evaluations, conducting negotiations and contract administration of Engineering and Design related procurements:
Kelly Brown, Purchasing Manager; GDOT Procurement Training completed 2/17/22
Paul Osburn, Assistant Public Works Director; GDOT Procurement Training completed 12/13/23
2. Personnel listed of City involved have read and understands the Federal Laws and Regulations {23 CFR Part 172} along with any State of Georgia laws (O.C.G.A. 50-22-1 through 50-22-9) that pertain to these services where FAHP funds will be utilized must be followed and adhered to.
3. City understands that only the above listed personnel have been certified to participate in in advertising the solicitation, facilitating evaluations, conducting

Mayor – Derek Norton

City Council: Ward 1 – Glenn Pickens / Ward 2 – Latonia P. Hines / Ward 3 – Travis Lindley
Ward 4 – Charles (Corkey) Welch / Ward 5 – Susan Wilkinson / Ward 6 – Tim Gould / Ward 7 – Rickey N. Oglesby, Jr.

City Administrator – Joe Bennett / Deputy City Administrator & CFO – Kristin Robinson

Interim Assistant City Administrator / Parks & Rec Director – Richard Garland

City Attorney – Scott Cochran / Chief Municipal Court Judge – Phyllis Gingrey Collins / Municipal Court Solicitor – Tim Williams
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- negotiations and contract administration of Engineering and Design related procurements.
4. City is familiar with the requirements and understands 23 CFR Part 172 and the requirements of 40 U.S.C. 1101-1104 Selection of Architects and Engineers commonly referred to as "The Brooks Act" or Qualification Based Selection (QBS) to include:
 - a. Solicitation process
 - b. Evaluation Factors
 - c. Non-Qualification Evaluation Factors
 - d. Evaluation, Ranking and Selection
 - e. Negotiation
 5. City acknowledges and agrees to adhere to the below additional procurement requirements:
 - a. Common Grant Rule 49 CFR Part 18
 - b. Georgia DOT's Disadvantaged Business Enterprise (DBE) program
 - c. Suspension and Debarment
 - d. Compliance with Title VI
 - e. Compliance with E-Verify (this is not necessary if state funds are not utilized)
 6. City has no exceptions to GDOT's Engineering and Design Procurement Policy.

Signatures below agree to the above acknowledgements agreeing to follow GDOT's Procurement Policy for engineering and design related services when using FAHP funds, as it applies to local governments certified through GDOT's LAP program.

Respectfully,

Derek Norton, Mayor
City of Smyrna, Georgia



ATTEST:

Heather K. Peacon-Corn, City Clerk

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